MONASH University
Engineering

Making effective group presentations

1. How to prepare a group presentation

Follow these steps to devise a good presentation.

1. Organise the structure of your presentation into the sections:

   Introduction

   Middle sections

   Conclusion

2. Allocate sections to each speaker. Make sure that each speaker has approximately the same amount of information to report. Make sure the presentation is well balanced with

   - each speaker speaking for about the same time
   - each speaker only speaking once.

3. Decide where visuals are needed and prepare these visuals. Make sure that your slides are effective.

   - Keep the message punchy.
   - Avoid long lists of equations and detailed technical information.
   - Give every slide a title.

4. Prepare the talk. Make the language of your presentation formal enough. Avoid informal language and slang.

5. Prepare your notes.

6. Rehearse with the group. Check the structure. Check the timing. Check your delivery. Make any necessary changes and prepare the final version. Rehearse again.

2. Giving the presentation

1. Create a good impression. Look professional!

   - Set up chairs for each speaker.
   - Check equipment (projector, slides).
   - Look enthusiastic.

2. Do not read from your full report.

   - It looks as if you are very badly prepared.
   - It turns the presentation into a reading exercise.
   - It is very hard to do it well!

3. Do not write detailed calculations on the board.

   - It is very boring for the audience.
   - It looks as if you are badly prepared.
   - It takes up too much time.

4. Avoid changing speakers more than you have to. Too many short sections make the presentation disjointed.

5. ALWAYS: the first speaker should state the aim of the presentation and provide an overview of the structure of the presentation.

   For example: The aim of our presentation is to …….There are three main parts to our presentation. First,… Next,….Finally,……

6. ALWAYS: each speaker should clearly state the topic of their part of the presentation.

   For example: I am going to present an overview of our first design, outlining the dimensions, the construction method,…….

7. ALWAYS: there should be a clear conclusion statement. Do not simply fade away!

   For example: In summary, the major advantages of our design are…